

No.21023/06/2022-Pers.Policy
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
Pers. Policy Desk

North Block, New Delhi, 110001
Dated 28 June, 2022

To

1. The Chief Secretaries and DsG (P)s of all States / UTs
2. The Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/DCPW
3. The DsG BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB/NCB/NIA/Assam Rifles
(Through LOAR)
4. The Commissioner of Police Delhi.

Subject: - Inviting nomination of Individual Police Officers in active service for appointment on Secondment against the posts of Transnational Crime Officer (P-3) and Public Order Adviser (P4) at the Police Division Standing Police Capacity in Brindisi (SPC), for a period of one year.

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has informed that Police Division (UNHQ) has sought nomination of Individual Police Officers in active service for appointment on secondment against the posts of Transnational Crime Officer (P-3) and Public Order Adviser (P4) at the Police Division Standing Police Capacity in Brindisi (SPC), for a period of one year. The preview of the posts as follows:-

Post Title	: Transitional Crime Officer, P-3
Organizational Unit	: Department of Peace Operations (DPO)
Duty Station	: Brindisi, Italy
Duration	: Initially 01 years (Extendable)
Job Opening No	: 2022-SPC-75927-DPO
Post Title	: Public Order Adviser, P-4
Organizational Unit	: Department of Peace Operations (DPO)
Duty Station	: Brindisi, Italy
Duration	: Initially 01 years (Extentable)
Job Opening No	: 2022-SPC-75916-DPO

2. The job description along with the requisite eligibility criteria/qualifications for the above said post is enclosed/attached with this letter for reference. It is strongly

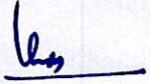
recommended to nominate those police officers who meet the criteria outlined in attached job opening from the UN. The requirements given in the Annexure-I must be ensured.

3. Nominations of eligible and willing officers in the rank of **DySP/SP(P-3 level)** and **SP/DIG (P-4 level)** active in police service for the above said post may be forwarded through proper channel to this Ministry by 07th July, 2022 along with the requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II.

4. The duly completed and signed Personal History Profile (P-11) , Employment of Academic Certification (EAC), and Human Rights (HR) certificate along with forwarding letter including APAR/ACR gradings of last five years of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at police2-un@mha.gov.in before the last date i.e 07.07.2022

Encl: As above

Yours faithfully



(K.Prakasham)

Under Secretary (Pers.Policy & welfare)

: 23092527

Copy to

1. Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly note that the nomination are to be forwarded through respective State Government only

2.JS(UNP), MEA, JNB (A-wing), New Delhi-110011

3.SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II (Secondment vacancies) and also under "what's new"

Annexure-I

Other requisite requirements

- A. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
 - B. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local / nominated authority. The EAC submitted without the signature of Designated Authority of concerned Force results in rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly. If candidate wishes to apply for several posts, **the separate EAC and PHP forms should be submitted for each post.**
 - C. Personal details as per **Annexure-II along with APAR/ACR gradings of Last Five Years(Mandatory)**
 - D. Human Rights certificate must be included (proforma enclosed).
 - E. *No format other than the specimen enclosed (duly typed) will be entertained/accepted. Formats other than the prescribed one invites lot of observations from UNHQ(UNDPKO) while finalizing the nominations..* Hand written PHP will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.
 - F. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected.
 - G. Applications through proper channel only i.e. through Home Department (State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be considered.
 - H. Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry or UNHQ regarding selection. This ministry will not entertain personal queries from individual applicants.
-

BIO- DATA Proforma

ANNEXURE-II

- 1. Name of Post Applied**
- 2. Job Opening Number**
- 3. Name of the Officer(as per official documents)**
- 4. Designation/Rank, Organization, Pay scale/level**
- 5. Present Place of Posting**
- 6. In the case of officers on Deputation with other organization:-**

Recent Passport
Size Photograph

Name of Parent Organization
Name of organization presently employed
Date of Deputation
Expected Date of repatriation to parent cadre/organization

- 7. NoC from Parent Cadre (if on deputation) mandatory :Yes/No/NA**
- 8. Date of Birth**
- 9. (a) Education qualification**
(b) Required qualification as per applied job/posts(Yes/NO)
- 10. Date of Joining Police Service**
- 11. Date of Superannuation**
- 12. Service/Cadre/Batch:-**
- 13. Previous UN Experience**
- 14. Other Foreign/international Experiences**
- 15 Contact Details: Telephone No**

Office
Residence
Mobile
E-mail

- 16. APAR/ACR Gradings of Last 05 years (mandatory):-**
- 17. Outstanding Achievements, if any**
- 18. Last Five(years) work profile/experiences**

I hereby certify that, i fulfill the eligibility requirement notified for the post applied for

Signature of applicant

(S)

HR CERTIFICATE

It is certified that _____ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government/Org. of(concerned state/Org.) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

To be signed by an officer
Not below the rank of DIG/Director

United



Nations Secretariat

***Vacancy Announcement for Positions in the Department of Peace Operations
requiring official secondment from national governments of Member States of the United Nations Organization***

VACANCY ANNOUNCEMENT NUMBER

DEADLINE FOR APPLICATIONS

POST TITLE AND LEVEL

DUTY STATION

ORGANIZATIONAL UNIT

INDICATIVE MINIMUM GROSS ANNUAL

REMUNERATION (NOT INCLUDING POST ADJUSTMENT)

2022-SPC-75927-DPO

12 July 2022

Transnational Crime Officer, P-3

BRINDISI, ITALY

DEPARTMENT OF PEACE OPERATIONS (DPO)

U.S. Dollars 79,954

**CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE
SUPPORT ACCOUNT OF PEACE OPERATIONS.**

United Nations Core Values: Integrity, Professionalism and Respect for Diversity

RESPONSIBILITIES:

Under the direct supervision of the SPC Team Leader, Standing Police Capacity (SPC), Police Division, Office of Rule of Law and Security Institutions, DPO, the Transnational Crime Officer provides support and assistance in the field of combating transnational crime, organized crime, and other emerging crime issues, especially in post-conflict environments. Within the confines of SPC management and the strategic mission of UN Police, which is to help build institutional national police and other law enforcement capacities of the host states in post conflict environments, the incumbent works closely to assist the various international and national actors at headquarters and in the field to help design strategies, as well as assists in the development and implementation of projects and programme activities. When at SPC's duty-station of Brindisi, the incumbent assists in strategic and operational planning tasks, as well as in the evaluation of the needs and requirements of UN Police, host states national police and other law enforcement agencies that the UN Police are mandated to support. Within the framework of overall PD/SPC activities related to combating transnational organized crime, strengthening domestic police and other law enforcement capacities in the respective countries or mission areas, the incumbent formulates proposals for the use of SPC and designs and supports in the implementation of programmes and projects to be launched. In the field, the incumbent works closely with UN Police; assists in advising national police and other law enforcement officials in planning, developing, and implementing police and other law enforcement strategies, programmes and activities to deal with transnational crime; noting the relevance of related measures of cooperation among judicial and law enforcement authorities and inter-agency cooperation; and, assists in the preparation of proposals on how the SPC together with UN Police can provide specialized institutional capacity-building assistance in these areas.

COMPETENCIES:

Professionalism: Knowledge of theories, concepts and approaches relevant to democratic policing, law enforcement and community safety, including assessing threat to human security, as well as analyzing gaps, identifying standards, and developing plans for capacity-building of law enforcement agencies; ability to plan, develop, implement and monitor programmes, projects and activities in the field of combating transnational crime; knowledge of the current trends, relevant international/regional protocols and comprehensive understanding of the development practices in the field of combatting transnational and organized crime; good research, analytical and problem-solving skills; and, ability to identify and participate in the resolution of complex issues and problems. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in Law, Criminology, Social Sciences, or another relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in combating transnational, serious and organized crime may be acceptable in lieu of the advanced University degree. Graduation from a certified police academy or other similar law enforcement training institution is required. **Work Experience:** A minimum of five years of active policing experience in a national police or other law enforcement agency at the strategic, operational and administrative levels, including at least three years of experience in anti-transnational crime and anti-organized crime policy-making and implementation is required. Experience in UN peacekeeping missions, other similar international organizations is required. Experience in the use of modern Internet-based research methodologies and sources is desirable. **Rank:** The candidate must be in the rank of at least Chief Inspector or Major, equivalent, or higher rank. **Language:** English and French are the working languages of the UN Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in French is desirable.

Date of Issuance: 12 April 2022

Preference will be given to equally qualified women candidates

United



Nations Secretariat

*Vacancy Announcement for Positions in the Department of Peace Operations
requiring official secondment from national governments of Member States of the United Nations Organization*

VACANCY ANNOUNCEMENT NUMBER

DEADLINE FOR APPLICATIONS

POST TITLE AND LEVEL

DUTY STATION

ORGANIZATIONAL UNIT

INDICATIVE MINIMUM GROSS ANNUAL

REMUNERATION (NOT INCLUDING POST ADJUSTMENT)

2022-SPC-75916-DPO

12 July 2022

Public Order Adviser, P-4

BRINDISI

DEPARTMENT OF PEACE OPERATIONS

U.S. Dollars 94,268

CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE
SUPPORT ACCOUNT OF PEACE OPERATIONS.

United Nations Core Values: Integrity, Professionalism and Respect for Diversity

RESPONSIBILITIES: Under the direct supervision of a Team Leader of the Standing Police Capacity (SPC), the incumbent advises and assists on the law enforcement maintenance of public order including crowd management and riot control. The SPC is a UN Police mechanism for starting up police components in new UN peace operations as well as assisting existing operations on a continual basis. The incumbent provides advice on the deployment and use of international Formed Police Units (FPUs) in UN peace operations as well as the development of this capacity in indigenous law enforcement agencies that UN Police are mandated to assist. Activities are undertaken with regard to building institutional law enforcement capacity in the public order field, in line with the strategic mission of UN Police. When at Brindisi, the incumbent interacts closely with officials in the Police Division of the Department of Peace Operations and develops doctrine and concepts of operation on law enforcement and public order matters relevant to the respective assignments given to the SPC. S/he reviews current UN Police operations with a view to formulating proposals on public order assistance that the SPC is expected to undertake once deployed on the ground. When deployed in the field, the incumbent advises and assists UN Police in the deployment and use of FPUs as well as other public order practices and advises local law enforcement on the full breadth of law enforcement responses to ensure public order. Focus is placed on the organizational and structure changes required in indigenous law enforcement as well as developing local capacity and tactics for law enforcement units in crowd management and anti-riot operations, both during peaceful as well as violent demonstrations and protests. The incumbent pays particular attention to the needs and requirements of indigenous formed police capacities and makes expert recommendations to support their overall development. S/he may also provide advice and assistance on crowd-related issues, close police protection of VIPs, policing diplomatic compounds and other representative areas, and providing police convoy and escort services.

COMPETENCIES:

Professionalism: Knowledge of theories, concepts and approaches relevant to democratic policing, law enforcement, community safety and capacity building; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in police operational matters, including public order maintenance may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required. **Work Experience:** A minimum of 7 years of active law enforcement experience in a national law enforcement agency at the strategic, operational and administrative levels, including at least three years of experience in crowd management and riot control and other public order matters, both with regards to policy-making and implementation, is required. Experience in UN peacekeeping missions, other similar international organizations is required. **Rank:** The candidate must be in the rank of at least Superintendent or Lt. Colonel, equivalent or higher rank. **Languages:** English and French are the working languages of the UN Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in French is desirable.

Date of Issuance: 12 April 2022

Preference will be given to equally qualified women candidates

INSTRUCTIONS				Do not Write in This Space					
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		UNITED NATIONS PERSONAL HISTORY							
1. Family name		First name		Middle name					
				Maiden name, if any					
2. Date of (day/month/yr) Birth		3. Place of birth		4. Nationality(ies) at birth					
				5. Present Nationality(ies)					
6. Sex									
7. Height		8. Weight		9. Marital Status:					
				Single ☐ Married ☐ Separated ☐ Widow(er) ☐ Divorced ☐					
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.									
(a) Are there any limitations on your ability to perform in your prospective field of work? YES ☐ NO ☐									
(b) Are there any limitations on your ability to engage in all travel? YES ☐ NO ☐									
11. Permanent address		12. Present address		13. Office Telephone No.					
				()					
Telephone No. ()		Telephone/Fax No. ()		14. Office Fax No.					
				()					
				E-mail:					
15. Do you have any dependent children? YES ☐ NO ☐ If the answer is "yes", give the following information:									
Name of Children		Date of Birth (day/mo/year)		Place of Birth					
				Nationality					
				Gender					
15. (a) Name of Spouse									
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES ☐ NO ☐									
If answer is "yes", which country?									
17. Have you taken any legal steps towards changing your present nationality? YES ☐ NO ☐									
If answer is "yes", explain fully:									
18. Are any of your relatives employed by a public international organization? YES ☐ NO ☐									
If answer is "yes", give the following information:									
NAME		Relationship		Name of International Organization					
19. What is your preferred field of work?									
20. Would you accept employment for less than six months? YES ☐ NO ☐									
21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES ☐ NO ☐ If so, when?									
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?									
OTHER LANGUAGES		READ		WRITE		SPEAK		UNDERSTAND	
		Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
23. For clerical grades only Indicate speed in words per minute						List any office machines or equipment and computer programmes you use.			
		English	French	Other languages					
Typing									
Shorthand									

24. EDUCATION, Give full details – N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

NAME, PLACE AND COUNTRY Please give complete address.	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (DO NOT ATTACH)

27. EMPLOYMENT RECORD: Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING
DESCRIPTION OF YOUR DUTIES:				

B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES ☐ NO ☐		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES ☐ NO ☐ If answer is "yes", WHEN?		
30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under Item 27.</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.		
32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.		
33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES ☐ NO ☐		
34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.		
DATE (day, month, year) _____ SIGNATURE: _____		
N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.		

EMPLOYMENT RECORD – SUPPLEMENTARY SHEET

PLEASE LIST, in reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. See next page for more blocks.

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

EMPLOYMENT RECORD – SUPPLEMENTARY SHEET

PLEASE LIST, in reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed.

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

UNITED NATIONS

Employment and Academic Certification

Attachment to Personal History Profile (P11)

TO BE COMPLETED BY CANDIDATE:

Personal Data:

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

Position for which you are applying:

(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)

Job Opening Number:

Military Service History/Police Service History

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):

Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
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Branch/Corp/Mustering

Sub Specialisation/additional qualifications

Degrees and Academic Distinctions Obtained:

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)				
University Degree/s				

Experience in peacekeeping operations:**Specify UN or other International Experience, starting with your most recent experience and list in reverse order**

Dates mm/yy-mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser)	Description of duties

Command Experience, starting with your most recent experience and list in reverse order

Dates mm/yy-mm/yy	Unit/Position/Org	Significant Unit Activities

Significant Planning Experience, starting with your most recent experience and list in reverse order

Dates mm/yy-mm/yy	Position/Org	Operation/Activity

(Other) International Exposure other than peace keeping operations, starting with your most recent experience and list in reverse order

Date: mm/yy-mm/yy	Position/Org	Function/Activity

Military and/or Police Training Courses/Seminars: (last two years)

Name of Course	Date: mm/yy –mm/yy	Institution

Additional Comments:

I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member for the United Nations liable ineligible for further consideration.

I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

I am not able to attest to the proceeding paragraphs for the following reasons:

Date Signature

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

On behalf of I certify that the information provided by
is complete and correct.

I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.

The Government of _____ is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.

Date..... Official Stamp